

Guidelines for Shipping Dangerous Goods

Shipping dangerous goods and hazardous materials within and outside the United States is subject to a variety of governmental regulations and industry requirements. Dangerous goods/hazardous materials shipments fall under a variety of regulations depending upon the material, the mode of transportation, the commercial carrier, and the destination.

In the United States, the Department of Transportation (DOT) publishes Hazardous Materials Regulations (HMR) for the shipment and transport of dangerous goods by any mode (air, road, rail, sea, etc.). The HMR defines dangerous goods as substances or materials that are capable of posing an unreasonable risk to health, safety or property when transported in commerce. **Items that are flammable, combustible, explosive, corrosive, poisonous, infectious, oxidizing, radioactive, or which are a compressed gas typically meet this definition.**

The HMR in the U.S. does not only apply to carriers such as Federal Express or United Parcel Service, but also to persons, businesses, or universities that offer dangerous goods for shipment in commerce. By regulations, any faculty or staff member at UTA who offers dangerous goods/hazardous materials for shipment must be properly trained and certified, able to identify and package the item, convey the nature of the hazard associated with the item to the shipper via appropriate codes and symbols, and provide emergency response information in the event of an incident. For those who are in the habit of reusing shipping containers, if the package does not contain any hazardous materials, all old labels must be removed.

EH&S staff can assist Principal Investigators (PIs) with shipping dangerous goods, provided that a minimum of a two day notice is offered and the following information is provided.

The PI must supply EH&S with the following information:

- Proper shipping container (UN approved if required)
- Sender's name, address, telephone number, email address
- Consignee's name, address, telephone number, email address
- Dimensions of the outer packaging, weight of the total package
- Total volume of the item being shipped
- The weight of Dry Ice, if applicable.
- Cost Center number to IDT

When all materials for shipment are ready, EH&S will check the packaging before package is closed. If you are you planning to ship FedEx Standard overnight (will arrive by 3:00 pm the next day) or FedEx Priority Overnight (will arrive by 10:30 am the next day), then the package must be ready for EH&S to inspect and pickup no later than 11 am on the day it will be shipped. Shipments should be made so that there is someone available to receive the package the next day. Overnight packages are not shipped out on Fridays.

If you have questions about whether goods are deemed “dangerous” under federal law and/or if the regulations governing the transportation of chemicals or other dangerous goods apply to you, please contact Ramon Ruiz, Environmental and Laboratory Program Manager, at ext. 2-2185. The shipping and receiving of all radioactive material must also be arranged through the EH&S office. Contact Laura Warren, Radiation Safety Specialist, at ext. 2-2185.

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